

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE
SHERIFF AGENDA
APRIL 25, 2023

COMMITTEE MEMBERS: Supervisors Geraci, Magowan, Smith, Conover, McDevitt, Driscoll, Leggett, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: To enter into an agreement with SecureWatch24 for agency license plate reader (LPR) connection to the security center at the Troy regional server.
Rationale: The Sheriff's Office utilizes license plate readers to collect data and as an investigative tool. The agreement will allow for a connection with the regional data server.
 2. Request: Enter into an agreement with Chic's Marina for routine service and emergency repairs to Sheriff's Office patrol vessels.
Rationale: Agreement is necessary to allow for annual service of Sheriff's Office patrol vessels, as well as repairs, as needed.
 3. Request: Close a Communications Center capital project and return remaining funds to the County General Fund balance.
Rationale: Capital Project H360 - Communication Radio Upgrade was created in June 2015. The project is complete with \$1,998.22 remaining in the budget code that must be returned to the County's General Fund balance.
 4. Request: Amend Warren County Board of Supervisors Resolution No. 461 of 2010 to revise and update the authorization conditions.
Rationale: Resolution No. 461 of 2010 authorizes the Chairmen of the Warren County Board of Supervisors and the Warren County Sheriff to enter into and execute agreements with various vendors or contractors regarding services required, from time to time, by the Warren County Sheriff's Office, subject to certain conditions.

The amendment is requested to expand on the existing authorization conditions, increase the allowable annual aggregate amount, and provide for provisions to increase the not to exceed amount, change the contract renewal terms, and include minor amendments to reflect necessary verbiage changes or change in regulation.
 5. Request: Amend the County budget to transfer \$4,689.17 in the Sheriff's Law Enforcement FY20 State Homeland Security Program grant from fiscal year 2022 to fiscal year 2023.
Rationale: The transfer is necessary to utilize the funds in 2023.

- IV. Discussion Items:
 - 1. Lake George Substation
 - 2. Occupancy Tax Funding (Special Events)
 - 3. Occupancy Tax Funding (Patrol Vessels)

- V. Referrals/Pending Items:

- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

- VII. Motion to adjourn

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- Attachments:
- 1. Resolution Request Form No. 3 - Request for New Contract (SecureWatch24)
 - 2. Resolution Request Form No. 3 - Request for New Contract (Chic's Marina)
 - 3. Resolution Request Form No. 20 - Miscellaneous (Communications Capital Project)
 - 4. Resolution Request Form No. 20 - Miscellaneous (Resolution Amendment)
 - 5. Resolution Request Form No. 7 - Request to Amend County Budget (Homeland Sec Grant)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

- (a) **Is this a Result of a Bid or Request for Proposal?** No
- (b) **Purpose of Contract:** Annual agency License Plate Reader (LPR) connection to the security center Troy regional server
- (c) **Name of Contractor:** SecureWatch24
- (d) **Address of Contractor:** One Penn Plaza, Suite 4000, New York, NY 10119
- (e) **Contractor's Contact Person and Telephone Number:** Pat O. Fox
National Sales Director
(518) 469-9201
- (f) **Has or will the Contract be provided, if so, please attach:** Yes
- (g) **Commencement Date of Contract:** 06/01/2023
- (h) **Termination Date of Contract:** 05/31/2024
- (i) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$320
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) **Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3110 470 General Sheriff's Law Enforcement - Contract

* as listed in budget and LOGOS



SECUREWATCH 24

March 27, 2023

RENEWAL NOTICE – See Attached Quote

Warren County Sheriff's Office
1340 State Route 9
Lake George, New York 12845

Att: Sheriff Jim La Farr

Our records indicate that your agency purchased (2) Law Enforcement LPR systems and from us with the ADV that is housed in the Troy Regional Server where ALL ADV's expire on May 31st of each year. This is an ADV renewal for your LPR system which is due to expire on 5/31/23. The System ID # for the Troy Regional Server is GSC-130427-383581.

We are offering you the opportunity to renew the ADV's on these units. The ADV covers access to minor and major software upgrades, telephone support from Genetec during normal business hours (8AM-8PM), 2 Technical appointments with Genetec (4 hours) during the year, unlimited support tickets, access to the GTAP support portal and a 5% discount on professional services from Genetec. The ADV does not cover an on-site visit. These are either covered by your Hardware Warranty or will be billed.

To purchase the ADV and mail a copy of this letter to the address on this letterhead to the attention of Patrick O. Fox, or you may fax it to (518) 452-7777 or e-mail it to me at pfox@sw24.com. If you are purchasing the ADV's please enclose your check or purchase order, and also a copy of this letter.

_____ (2) 1 – year Genetec Advantage Agreement - \$ 320.00
ADV-RE-LPR-M-1Y for Mobile LPR system
Note: MSRP is \$200.00 per LPR system
Note: Our Cost to you is \$160.00 per LPR system

ADV's will run from June 1, 2023 to May 31, 2024

Prepared by:
Patrick O. Fox
National Sales Director
LPR & Law Enforcement Operations

Warren County Sheriff's Office 1340 State Route # 9 Lake George, New York 12845	Contract#: Warren County SD – ADV Renewal # 4A
	Gov Contract# Not Applicable
ADV Renewal for the Troy Regional Server	Date: 3/27/2023
SW24 Representative: Patrick O. Fox – National Sales Director for LPR & Law Enforcement Operations	

CHARGES

Appendix-A Materials Pre-Tax Subtotal.....	\$320.00
Estimated Taxes	\$0.00*
Equipment Total Including Estimated Taxes.....	\$320.00
Estimated Freight.....	\$0.00**
Grand Total Including Estimated Taxes and Estimated Freight	\$320.00

*Sales Tax will be imposed on all Materials that are not exempt under the Tax Laws applicable to the jurisdiction(s) covered under this Contract. It is the responsibility of the Purchaser ("Client") to provide the proper sales tax exemption certificate to SecureWatch24, LLC and to make tax-free purchases that would normally be subject to sales tax under the Tax Laws applicable to this Contract. The amount of sales tax stated above is an estimate and is subject to change with or without notice at any time based on the applicable Tax Law for the jurisdiction(s) covered under this Contract. Acceptance of this Agreement constitutes an agreement to pay and all applicable sales tax to which the Client is subject, based on the Tax Law for which an exemption does not apply and/or for which an exemption certificate was not properly used, executed provided.

** Initial Freight Charges appearing on this form are estimates. Actual freight costs may be charged if they exceed this initial estimate.

SecureWatch24 agrees to provide the Materials described in this Agreement under the terms and conditions set forth herein provided the Client accepts this proposal without modification on or before:
5/31/2023

Agreed to:
Warren County Board of Supervisors

Agreed to:
SecureWatch24, LLC

By, _____
Authorized Signature Date

By, _____
Authorized Signature Date

APPENIDX-A: BILL OF MATERIALS

SecureWatch24 will provide the following goods under this Agreement:

Manufacturer	Part Number	Description	Qty.	Unit Price	Extended Price
Genetec	ADV-RE-LPR-M-1Y	Genetec Advantage Renewal for 1 Mobile System Connection to Security Center for 1 Year	2	\$160.00	\$320.00
		For the Period of June 1, 2023 to May 31, 2024			

APPENIDX-B: SHIPPING AND BILLING ADDRESSES

SecureWatch24 will deliver the goods under this Agreement to:

Shipping Address

Street Address	City	State	Zip Code
Click or tap here to enter text.			

Receiving Contact Name / Attention-To	Receiving Contact Phone	Receiving Contact Email
<First Name Last Name>	<Phone Number>	<email@address.com>

Billing Address

Street Address	City	State	Zip Code
1342 State Route # 9	Lake George	New York	12845

Billing Contact Name / Attention-To	Billing Contact Phone	Billing Contact Email
Sheriff James La Farr	(518) 743-2500	Jim.lafarr@warrencountysheriffny.us

APPENDIX-C: TERMS AND CONDITIONS

Except as where otherwise specified by Public Sector Purchase Agreement, which shall be recognized as superior where any conflict exists; the Uniform Commercial Code and the Terms and Conditions below shall govern this transaction.

1. Payment
 - a. Invoicing shall occur when the goods are tendered.
 - b. Invoices are due upon receipt.
 - c. Initial Freight Charges appearing on this form are estimates. Actual freight charges may be charged if they exceed this initial estimate.
2. Governing Law
 - a. In connection with any dispute which may arise under this Agreement, the parties hereto hereby irrevocably submit to, consent to, and waive any objection to, the exclusive jurisdiction of the courts of the state of New York located in the county of New York or of the United States District Court for the Southern District of New York.
3. Title and Risk of Loss
 - a. For Materials shipping to You, title will transfer including risk of loss when the product is delivered to the carrier for shipment. Thereafter, You assume the risk and are responsible for insurance or other protection You may deem necessary.
4. Warranty
 - a. Customer expressly understands and agrees that warranties regarding, materials, workmanship and/or fitness of use or purpose (the "Manufacturer's Warranty"), if any, are made exclusively by the Manufacturer and not by SW24, and if made, shall be encompassed within a separate Manufacturer's Warranty agreement. Customer's sole remedy under Manufacturer's Warranty shall lie exclusively against and be obtainable only from the Manufacturer, and Customer expressly agrees that it shall have no claim or cause of action against SW24 in the event the Manufacturer is for any reason unwilling or unable to perform under the terms of Manufacturer's Warranty.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

- (a) **Is this a Result of a Bid or Request for Proposal?** Yes
- (b) **Purpose of Contract:** Routine service, emergency repairs, replacement parts, and storage of patrol vessels
- (c) **Name of Contractor:** Chic's Marina
- (d) **Address of Contractor:** 4782 Lakeshore Drive, Bolton Landing NY 12814
- (e) **Contractor's Contact Person and Telephone Number:** Kristen DePace
(518) 644-2170
- (f) **Has or will the Contract be provided, if so, please attach:** No
- (g) **Commencement Date of Contract:** 04/01/2023
- (h) **Termination Date of Contract:** 03/31/2024
- (i) **Payment Provisions:**
 - i) lump sum amount SEE ATTACHMENT
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) **Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3110 441 General Sheriff's Law Enforcement - Auto Supplies & Repair

* as listed in budget and LOGOS

PROPOSAL

PATROL VESSEL SERVICE, MAINTENANCE, & STORAGE PROPOSAL

COMPANY NAME: CHICS MARINA

TO: Terry M. Comeau, Undersheriff
Gregory Dunn, Patrol Sergeant
Warren County Sheriff's Office
1400 State Route 9
Lake George, NY 12845

The undersigned having carefully examined the specifications and having to his/her satisfaction ascertained all the facts concerning these specifications, herewith submit the following bid proposal:

1. 24 FOOT BOSTON WHALER W/TWIN 200HP YAMAHA ENGINES (UNIT # 583)

<u>A. Tune-up for two 200hp Yamaha engines:</u>	<u>\$ 1500.00</u>
<small>(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor)</small>	
<u>B. Spring start-up:</u>	<u>\$ 416.00</u>
<small>(NOTE: Must include, but not be limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, replacing all VRO filters, replacing fuel filters, launching, test-running all equipment, and all associated parts and labor.)</small>	
<u>C. Winter shut-down:</u>	<u>\$ 333.45</u>
<small>(NOTE: Must include, but not be limited to, draining all gear cases, and winterizing engines.)</small>	
<u>D. Vessel shrink wrap:</u>	<u>\$ 530.40</u>
<u>E. 100 hour service (cost per service throughout season):</u>	<u>\$ 723.85</u>

*WINTER SHUTDOWN INCLUDES A & C

2. 24 FOOT BOSTON WHALER W/TWIN 200HP YAMAHA ENGINES (UNIT # 584)

<u>A. Tune-up for two 200hp Yamaha engines:</u>	<u>\$ 1500.00</u>
<small>(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor)</small>	
<u>B. Spring start-up:</u>	<u>\$ 416.00</u>
<small>(NOTE: Must include, but not be limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, replacing all VRO filters, replacing fuel filters, launching, test-running all equipment, and all associated parts and labor.)</small>	
<u>C. Winter shut-down:</u>	<u>\$ 333.45</u>
<small>(NOTE: Must include, but not be limited to, draining all gear cases, and winterizing engines.)</small>	
<u>D. Vessel shrink wrap:</u>	<u>\$ 530.40</u>
<u>E. Winter storage of vessel at a safe and secure location:</u>	<u>\$ 1485.12</u>
<u>F. 100 hour service: (cost per service throughout season)</u>	<u>\$723.85</u>

*WINTER SHUTDOWN INCLUDES A & C

3. 17 FOOT BOSTON WHALER W/SINGLE 90HP JOHNSON ENGINE (UNIT # 581)

<u>A. Tune-up for 90hp JOHNSON engine:</u>	<u>\$ 750.00</u>
<small>(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor)</small>	
<u>B. Spring start-up:</u>	<u>\$ 302.25</u>
<small>(NOTE: Must include, but not be limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, replacing all VRO filters, replacing fuel filters, launching, test-running all equipment, and all associated parts and labor.)</small>	
<u>C. Winter shut-down:</u>	<u>\$ 214.00</u>
<small>(NOTE: Must include, but not be limited to, draining all gear cases, and winterizing engines.)</small>	

D. <u>Vessel shrink wrap:</u>	<u>\$ 375.70</u>
E. <u>100 hour service (cost per service as needed)</u>	<u>\$ 409.97</u>

*WINTER SHURDOWN INCLUDES A & C

4. 17 FOOT BOSTON WHALER W/SINGLE 90HP JOHNSON ENGINE (UNIT # 582)

A. <u>Tune-up for 90hp JOHNSON engine:</u>	<u>\$ 750.00</u>
<small>(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor)</small>	
B. <u>Spring start-up:</u>	<u>\$ 302.25</u>
<small>(NOTE: Must include, but not be limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, replacing all VRO filters, replacing fuel filters, launching, test-running all equipment, and all associated parts and labor.)</small>	
C. <u>Winter shut-down:</u>	<u>\$ 214.00</u>
<small>(NOTE: Must include, but not be limited to, draining all gear cases, and winterizing engines.)</small>	
D. <u>Vessel shrink wrap:</u>	<u>\$ 375.70</u>
E. <u>100 hour service (cost per service as needed)</u>	<u>\$ 409.97</u>

*WINTER SHUTDOWN INCLUDES A&C

6. SWEETWATER PONTOON BOAT W/SINGLE 90HP EVINRUDE ENGINE (UNIT # 585)

A. <u>Tune-up for 90hp EVINRUDE engine:</u>	<u>\$ 509.53</u>
<small>(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor)</small>	
B. <u>Spring start-up:</u>	<u>\$ 214.50</u>
<small>(NOTE: Must include, but not be limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, replacing all VRO filters, replacing fuel filters, launching, test-running all equipment, and all associated parts and labor.)</small>	
C. <u>Winter shut-down:</u>	<u>\$ 303.95</u>
<small>(NOTE: Must include, but not be limited to, draining all gear cases, and winterizing engines.)</small>	
D. <u>Vessel shrink wrap:</u>	<u>\$ 530.40</u>
E. <u>100 hour service (cost per service as needed)</u>	<u>\$ 590.53</u>

*SPRING STARUP INCLUDES A & B

7. HOURLY RATE FOR LABOR 2023 MAINTENANCE/REPAIR/EMERGENCY REPAIR

\$ 135.00 /HOUR

Emergency/operational necessity repairs/ parts/ parts replacement for Sheriff vessels, will be a priority and be repaired as timely as possible at the agreed upon labor rate of \$135 per hour.

All replacement/repair parts shall be newly manufactured. Any second hand or used parts will be of the best quality and the right is reserved by the Sheriff's Office to reject parts as deemed to be unacceptable. Any use of used materials will be approved by the Undersheriff or Marine Unit Supervisor prior to installation. All parts costs will be invoiced at MSRP.

The vendor hereby certifies that there are no Federal or State taxes included in the above prices and that he/she is the only intermediary between the manufacturer and the purchaser. All services listed require pre approval from Marine Unit Supervisor/Sheriff's Office administration. Invoices for any of the above services must be submitted within 10 days of completion of service. All services listed above may not be required throughout the season and are compensated only upon completion. Prices do not include extra parts/labor for broken/worn components found during any phase of the season.

NAME OF BUSINESS: CHICS MARINA

BUSINESS ADDRESS: 4782 LAKESHORE DR., BOTLON LANDING, NY 12814

BIDDER SIGNATURE: _____ TITLE: _____

BIDDER NAME (PRINT): KRISTEN DEPACE

PHONE: 518-791-2749 E-MAIL: Kristen.depace@chicsmarina.com

RESOLUTION REQUEST FORM NO. 20

Miscellaneous

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

- (a) **Purpose of Request:** Close H360 - Communication Radio Upgrade capital project.
- (b) **Details:** The request is made to close a communications center capital project, appropriate \$1,998.22 from H360 - Communication Radio Upgrade, and increase the General Fund A.909.00 Fund Balance as follows:

APPROPRIATION

H360 391.00 Communications Radio Upgrade - Due from Other Funds \$1,998.22

REVENUE

A.909.00 General Fund - Fund Balance \$1,998.22

- (c) **Previous Resolution Number:** N/A
- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

LaFarr, Jim

From: Lynch, Rob <lynchr@warrencountyny.gov>
Sent: Tuesday, March 28, 2023 11:52 AM
To: LaFarr, Jim
Cc: Comeau, Terry
Subject: H360 - Communication Radio Upgrade

Jim,

Is the H360 – Communication Radio Upgrade capital project complete? There was no activity in 2022. If complete, please go to your next committee meeting and request that it be closed and return \$1,998.22 back to the General Fund. Thanks.

Robert V. Lynch II, CPA
Deputy Treasurer
Warren County Treasurer Department
1340 State Route 9
Lake George, NY 12845
Phone: (518) 761-6380

RESOLUTION REQUEST FORM NO. 20

Miscellaneous

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

- (a) **Purpose of Request:** Amend Warren County Board of Supervisors Resolution No. 461 of 2010 to revise and update the authorization conditions.

- (b) **Details:** Resolution No. 461 of 2010 authorizes the Chairmen of the Warren County Board of Supervisors and the Warren County Sheriff to enter into and execute agreements with various vendors or contractors regarding services required, from time to time, by the Warren County Sheriff's Office, subject to certain conditions.

The amendment is requested to expand on the existing authorization conditions, increase the allowable annual aggregate amount, and provide for provisions to increase the not to exceed amount, change the contract renewal terms, and include minor amendments to reflect necessary verbiage changes or change in regulation.

- (c) **Previous Resolution Number:** Resolution No. 461 of 2010

- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 461 OF 2010

Resolution introduced by Supervisors VanNess, Bentley, Sokol, Girard, Thomas, Conover and McDevitt

AMENDING RESOLUTION NO. 81 OF 2009; AUTHORIZING CHAIRMAN AND WARREN COUNTY SHERIFF TO ENTER INTO AND EXECUTE AGREEMENTS WITH VARIOUS VENDORS OR CONTRACTORS REGARDING SERVICES REQUIRED, FROM TIME TO TIME, BY THE WARREN COUNTY SHERIFF'S OFFICE, SUBJECT TO CERTAIN CONDITIONS - SHERIFF'S OFFICE

WHEREAS, Resolution No. 81 of 2009, among other things, authorized the Chairman of the Board of Supervisors to enter into and execute agreements with various vendors or contractors regarding services required from time to time by the Sheriff's Office, for an aggregate amount not to exceed Five Thousand (\$5,000) in any fiscal year, and

WHEREAS, in the regular course of performing its customary and usual governmental functions or performing functions assigned to it by the Board of Supervisors, the Sheriff's Office utilizes minor routine and/or emergency services of a number of vendors or contractors for services such as, but not limited to lawn equipment repairs, pest control, water testing, laundry equipment repairs, kitchen equipment repairs, refrigeration repairs, vehicle repairs, and small equipment repairs, and

WHEREAS, the Warren County Sheriff budgets for these types of services which generally range in costs from a few hundred dollars to a few thousand dollars, and

WHEREAS, the Warren County Sheriff is requesting that he be allowed to enter into and execute agreements with various vendors or contractors regarding services required from time to time by the Warren County Sheriff's Office, provided any one of the such agreements does not exceed Five Thousand Dollars (\$5,000), and

RESOLUTION No. 461 OF 2010

PAGE 2 OF 2

WHEREAS, the aforesaid services are not usually something that would be done in house by Sheriff's Office or Department of Public Works employees and approval of these agreements by the Board of Supervisors appears to be routine and ministerial due to the obvious need for the same, and

WHEREAS, the budget process provides an opportunity for adequate review and approval of these types of services and expenses associated with the same and the Board of Supervisors desires to avoid needless additional paperwork and resolutions concerning agreements for the aforesaid services, now, therefore, be it

RESOLVED, that, until such time as this resolution is repealed, the Chairman of the Board of Supervisors or the Warren County Sheriff or his designee be, and hereby are, authorized, from time to time and without the need for additional separate resolutions, to enter into and execute agreements on behalf of Warren County with various vendors or contractors with regard to governmental work activities or services within the budget of the Warren County Sheriff's Office, subject to the following conditions:(1) any agreement may not individually exceed the aggregate amount of Five Thousand Dollars (\$5,000) in any fiscal year; (2) the services must have been budgeted for; there must be budgeted funds available to pay for the same, and purchase orders and/or computer data entries required by the County's accounting software must occur; (3) the established Purchasing Policy must still be followed (with the exception of the need to acquire resolutions); and (4) any required agreements must be approved by the Warren County Sheriff and the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. T.B.D. OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, MAGOWAN, SMITH, CONOVER, McDEVITT, DRISCOLL, LEGGETT, AND GERAGHTY

AMENDING RESOLUTION NO. 461 OF 2010; AUTHORIZING CHAIRMAN AND WARREN COUNTY SHERIFF TO ENTER INTO AND EXECUTE AGREEMENTS WITH VARIOUS VENDORS OR CONTRACTORS REGARDING SERVICES REQUIRED, FROM TIME TO TIME, BY THE WARREN COUNTY SHERIFF'S OFFICE, SUBJECT TO CERTAIN CONDITIONS, TO INCREASE THE NOT TO EXCEED AMOUNT, CHANGE THE CONTRACT RENEWAL TERMS AND INCLUDE MINOR AMENDMENTS TO REFLECT NECESSARY VERBIAGE CHANGES OR CHANGE IN REGULATION - SHERIFF'S OFFICE

WHEREAS, Resolution No. 461 of 2010, among other things, authorized the Chairman of the Board of Supervisors to enter into and execute agreements with various vendors or contractors regarding services required from time to time by the Sheriff's Office, subject to certain conditions, for an aggregate amount not to exceed Five Thousand Dollars (\$5,000) in any fiscal year, and

WHEREAS, in the regular course of performing its customary and usual governmental functions or performing functions assigned to it by the Board of Supervisors, the Sheriff's Office utilizes minor routine and/or emergency services of a number of vendors or contractors for services such as, but not limited to equipment repairs and service, vehicle and vessel repairs and service, vehicle tow services, medical transport services, medical services, mental health services, veterinary services, professional translation services, pre-employment screening services, law enforcement training services, hazardous cleaning services, septic services, plumbing and HVAC services, communications equipment services, water testing services, pest control, fire alarm testing services, and any services essential for public safety, and

WHEREAS, the Warren County Sheriff budgets for these types of services which generally range in costs from a few hundred dollars to a few thousand dollars, and

WHEREAS, the Warren County Sheriff is requesting that he be allowed to enter into and execute agreements with various vendors or contractors regarding services required from time to time by the Warren County Sheriff's Office, provided any one of the such agreements does not exceed Ten Thousand Dollars (\$10,000), and

RESOLUTION No. T.B.D. OF 2023

PAGE 2 OF 2

WHEREAS, the aforesaid services are not usually something that would be done in house by Sheriff's Office or Department of Public Works employees and approval of these agreements by the Board of Supervisors appears to be routine and ministerial due to the obvious need for the same, and

WHEREAS, the budget process provides an opportunity for adequate review and approval of these types of services and expenses associated with the same and the Board of Supervisors desires to avoid needless additional paperwork and resolutions concerning agreements for the aforesaid services, and

WHEREAS, any agreement that requires an RFP or a formal bid would require an additional Board resolution and the agreement would be executed by the Chairman of the Board of Supervisors, now, therefore, be it

RESOLVED, that, until such time as this resolution is repealed, the Chairman of the Board of Supervisors or the Warren County Sheriff's Office or his designee be, and hereby are, authorized, from time to time and without the need for additional separate resolutions, to enter into and execute agreements on behalf of Warren County with various vendors or contractors with regard to various governmental work activities or services within the budget of the Warren County Sheriff's Office, subject to the following conditions:(1) any agreement may not individually exceed the aggregate amount of Ten Thousand Dollars (\$10,000) in any fiscal year, with a contract renewal term of nor more than five percent (5%) annual rate increase; (2) minor amendments may be made to such agreements to reflect necessary verbiage changes or change in regulation; (3) the services must have been budgeted for; there must be budgeted funds available to pay for the same, and purchase orders and/or computer data entries required by the County's accounting software must occur; (4) the established Purchasing Policy must still be followed (with the exception of the need to acquire resolutions); and (5) any required agreements must be approved by the Warren County Sheriff and the County Attorney; and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any agreement that requires an RFP or a formal bid in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the Sheriff's Law Enforcement FY20 State Homeland Security Grant from fiscal year 2022 to fiscal year 2023.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3110.4112 260	Sheriff's Law Enforcement	\$4,689.17
	FY20 State Homeland Sec Program	
	Other Equipment	

(c) **Revenue Code (with title), and amount:**

A.3110.4112 4380	Sheriff's Law Enforcement	\$4,689.17
	FY20 State Homeland Sec Program	
	State Homeland Security Program	